

## **REGISTRARS – MEN, WOMEN & JUNIORS [1 REGISTRAR PER GROUP]**

*Non-Executive Position – is not required to attend monthly meetings.*

### **Revolutionise - Manage Briars Player, Coach & Manager Team Allocations**

Once players have registered themselves online via the Briars Revolutionise web site, and team selections have been completed, each player then needs to be allocated to a team.

- Your relevant Vice President will provide you with a list of all player selections (player names and the team they have been selected in).
- You will then need to go into Briars revolutionise and create the appropriate Teams for the season, and then go into each player and allocate them to the correct team (see instructions attached).
- The VP will also provide you with a list of coaches and managers. For any coach or manager who is not also a player, they will register themselves as a non-playing officials in the Briars Revolutionise website. They will then need to be allocated to their appropriate team and title (see instructions attached).

### **Manage Competition Player Registrations – Men & Women**

The men and women's competitions/associations are managed through Revolutionise. Each competition will provide us with a deadline to upload our player team allocations into their system.

- You will be given registrar access to the relevant competition revolutionise portal.
- You will be supplied with a template (excel spreadsheet) to follow when downloading player data from Briars revolutionise and uploading it into the competition site.
- In preparation for finals you may be required to submit team lists to the competition/association for each team that makes the finals. These team lists must comply with the eligibility requirements of the competition.

### **Manage Competition Registrations – Junior Registrar ONLY**

The Junior Competitions (NAJHA & Metro) are not currently managed through Revolutionise. You will be provided with a deadline and a template to submit each team registration list.

- You will be able to pull this data from the Briars Revolutionise website and place it into the NAJHA and Metro templates, and submit to the competition secretary.

### **Manage Weekly Match Cards - Junior Registrar ONLY**

- Team managers will send you a scanned copy of their team sheet following each round. Save a copy to your files and forward all match cards to the NAJHA registrar by the 5pm on the Monday following each round.

### **Support Team Managers:**

- Team managers will be given access to the Briars Google drive where there will be Team Record spreadsheets set up for each team. Sporadically check on these team sheets, and make sure they are being completed and offer support to the team managers as required.

### **Manage 'Games Played' Data for your Player Group:**

You will be given access to the 'Games Played' data for your player group. In this spreadsheet you will see the number of games played by each player prior to the current season. Your task is to:

- Be aware of the players likely to reach a milestone game in the current season (50<sup>th</sup>, 100<sup>th</sup>, 150<sup>th</sup>, 200<sup>th</sup>, 300<sup>th</sup>, 400<sup>th</sup>, 500<sup>th</sup>).

- For those players you identify monitor the team record sheets and work out when they are likely to play their milestone match. Communicate this to the club Secretary, President and relevant VP (with ample notice) so a celebration event and recognition can be organised for the match.
- At the end of the season transfer the total number of games played for each player, in every team into the master 'Games Played' spreadsheet to carry over for the following season.

### **Manage Player Eligibility**

Be well versed on the eligibility requirements for your competition/s (refer to competition rules) so that you can provide guidance and support to team managers to ensure players stay within the competitions rules and are eligible finals.

- At regular intervals review each team managers 'records' sheet within the Briars Google drive.
- Check for any red flags when it comes to the quantity or level that players are playing up or down.
- At the half-way and three quarters point of the season highlight to the team coaches and managers and players that may struggle to qualify for finals and let them know how many games they need to play.
- If any disputes or discrepancies are raised by the competition/association work together with the VP to respond to these using the data you have maintained throughout the season.